

# **SEQUIM PLANNING COMMISSION**

**Civic Center  
152 West Cedar Street  
Sequim, WA 98382  
6:00 P.M.**

**Tuesday, July 21, 2015**

## **1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL:**

Connelly, Mahalick, Protze, Sanford, Sterhan and Wendt were present; Thompson was excused.

## **2. APPROVAL OF MINUTES: July 7, 2015**

**MOTION to approve July 7, 2015 minutes by Connelly; second by Sanford.  
Unanimously approved.**

## **3. ITEMS FROM THE PUBLIC NOT ALREADY ON THE AGENDA**

## **4. NEW BUSINESS**

### **a. Proposed 2016-2021 Capital Improvement Program (CIP) (Public Meeting)**

Irvin stated the CIP is both a scheduling and anticipated funding document that programs realistic improvements the City intends to make during a 6-year time period. The CIP does not appropriate funds; instead, it functions as a financial planning tool, guiding the actual appropriations that are made by the City Council through adoption of the annual budget.

The CIP is one of the vital implementation tools that works in concert with the Comprehensive Plan's Capital Facilities/Utilities and Transportation Elements, and the City's Long Range Financial Plan to fulfill the goals and visions of the Land Use Element of the Comprehensive Plan. The document is also used to validate the need for grant funds, state subsidized loans and other financial borrowing instruments needed to reduce the costs of capital improvements. The CIP is also a key document for the full implementation of impact fee programs so that growth related projects are credited with eligible developments. All of these policy actions must be coordinated and consistent with each other. While the Comprehensive Plan articulates the vision and goals for how Sequim will develop over the next 20 years, it is the CIP that makes the critical link between the City's physical planning policy and the financial resources needed to maintain or improve public services.

Sequim has four Capital Facilities Plans (CFP) which provide long-range policy guidance for the development of capital improvements. They are: The Parks and Recreation Master Plan (2015), Transportation Master Plan (2013), General Sewer Master Plan (2013), and the Water System Comprehensive Plan (2013). Each CFP contains an inventory of existing publicly-owned capital

facilities describing their locations and capacities; a forecast of schedule and costs for new or refurbished capital facilities; and the proposed locations and capacities of new or expanded capital facilities. Each CFP also recommends a strategy to finance those facilities with either public funds or through developer exactions.

The aforementioned CFP's were developed and designed with a 20-year planning period in mind. Staff prioritized the projects based on specific criteria to create the proposed 6-year CIP.

Sustaining the needs includes replacement cost of existing infrastructure. Currently our infrastructure totals \$400m-\$490m. It is hard to make the annualized capital investment to sustain it. Last year we estimated \$10m that included the new Civic Center.

He generally reviewed the restricted funds, namely water, sewer, streets, parks and the capital facilities fund.

Open public hearing at 6:12 pm.

Public Comment:

Joanne Yerkes, 111 Ridgetop Place, representing Sequim Picklers, gave an overview of how their group is working toward fundraising for pickleball courts in our City parks. She feels it will be the best on the NOP and want to set up Sequim as a destination pickleball location. They have raised over \$45,000 to date. They have been out in the community reaching out to all. They have a volunteer pickler who is an architect and is drawing up plans.

Closed public meeting at 6:17 pm.

The Commission commended staff efforts in preparing the CIP. There was general discussion concerning maintenance funding.

Sterhan feels there is a disconnect in determining which project goes in which year? Irvin said sometimes projects are tied in with developments and other projects in street maintenance, such as making new bike lanes when streets are paved.

Hugo said the purpose of capital programming and budgeting is to maintain community and to help grow the community. They are important functions of how we maintain our assets and revenues.

**MOTION that the City Council hold a public hearing, take testimony and approve a motion adopting Resolution No. R2015-13 and the attached 2016-2021 year Capital Improvement Program by Mahalick; second by Sanford.**

Connelly said the recommendations we provide to the Council don't go unnoticed without public input. He thanks the public who comes out to the meetings to support their causes and to see how government works. Mahalick also thanks staff to taking the input and including it in their drafts

**Vote: Unanimously approved.**

## **5. UNFINISHED BUSINESS**

### **a. Final Draft 2015 Comprehensive Plan (Public Meeting).**

#### **i. Continue deliberations on goal and policy directions of the Draft Plan**

Hugo distributed his draft commentary to the letter from the Realtors Association. He has not yet sent a response letter to the association.

Concerning the Comp Plan, he is waiting for a final draft of the Park and Rec chapter and for a section from the Tribe. He will then have other revisions to other elements in land use and transportation discussed in the subcommittee meeting last week.

Mahalick stated she, Connelly and Thompson met with Hugo last week to discuss the goals and inputs to date. Hugo expressed concerns on how to get more input, such as telephone surveys. People tend to wait to the last minute. The process was discussed to date. We talked about how to address some of the inputs moving forward. She had expressed some concerns about traditional neighborhood forums that mean different things to different people. Hugo would look at editing some portions out. Mahalick had a problem with maximum lot sizes being prohibited. Hugo expressed concerns with cost of infrastructure and the public paying for that over time. He felt what he presented to so far is what he received as input.

Hugo said it is a big message and there may still be some things not stated as completely as they might be.

Connelly said what we are trying to achieve is clarity. We also spoke about what type of information as a subcommittee we were passing along, it was advice or opinion. We weren't acting as a whole of the Commission. We appreciated the openness.

Public meeting opened and closed at 6:40 pm.

Wendt said the Comp Plan is a policy document, not a regulatory document. At this point we are still at the policy direction stage and won't be hammered down until the zoning ordinance is written.

## **6. DIRECTOR'S REPORT**

Hugo said we have been waiting for a response from the County to get some kind of number of the capacity of Sequim-Dungeness Valley of rural growth to build out, how much is left to be rural at the end of the plan. Today he got a call from the director apologizing and saying they still didn't have it. In the process they have some fairly traumatic discoveries of their record. It is important for both the City and County to know their growth capacity. We still need that number as it is important to include in the Comp Plan in the Urban Growth section. He feels we will have that information before Council makes a decision.

**7. GOOD OF THE ORDER**

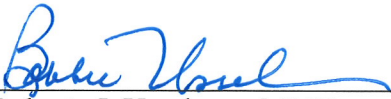
Wendt thanks the subcommittee for their work.

**8. ADJOURNMENT**

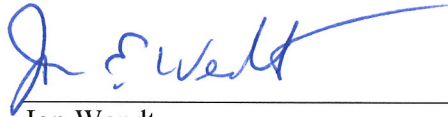
**Motion to adjourn by Connelly; second Mahalick. Unanimous.**

Meeting adjourned at 6:49 p.m.

Respectfully submitted,



Roberta J. Usselman, MMC  
Deputy City Clerk



Jon Wendt  
Chair